2010-2011 CSBG QUARTERLY REPORT INSTRUCTIONS

One copy of each community action agency's quarterly program and financial reports is due at the Office of Community Services (OCS) in Richmond no later than 45 days following the end of each quarter. In addition, a number of the 4th quarter reporting forms (those marked with an asterisk on the Coversheet) should be submitted in both paper form and electronically by email to james.grigsby@dss.virginia.gov.

Due dates are: November 15 for first quarter; February 15, second quarter; May 15, third quarter; and August 15, fourth quarter. When any of these dates falls on a weekend or a holiday, the reports are due the following business day.

Failure to submit reports in a timely manner without prior approval will result in a suspension of reimbursement under the CSBG contract. If an extension is necessary, the agency shall contact OCS *prior to the due date for the reports*. Extensions will be granted only under unusual circumstances.

The following are instructions for the specific forms:

2010-2011 CSBG QUARTERLY REPORT COVERSHEET

This form is used to certify the submission and accuracy of the quarterly reports. Since the coversheet references both programmatic and financial reports, all the forms must be submitted together in a single package.

Specific Instructions:

1. Quarter: Check the appropriate quarter being reported.

2. Agency Name: Enter the name of your agency

3. Reports Included: Check the line beside each of the reports included in this submission. Please note that most of the reporting forms are submitted for the 4th quarter only, while only the first four are submitted every quarter.

4. Certification: Signature, title, and date of individual certifying the submission and accuracy of the reports.

   Check whether the reports have been approved by the board or will be submitted for approval. If the reports have been approved by your board, include the date the board approved the reports.

   If the reports have not yet been submitted to the board for approval, include the date that they will be submitted for approval. If any changes are made to these reports subsequent to their submission to OCS, the changes must be certified by the board and submitted to OCS.

2010-2011 FINANCIAL STATUS REPORT (QRF-01)

All expenditures reported shall be cumulative year-to-date.

1. Enter the name of the agency.
2. Enter the quarter for which this report is being submitted.
3. Separate columns are identified for Federal CSBG, ARRA CSBG, and TANF CSBG Expenditures.
4. For each line item listed (Salary & Wages, Fringe Benefits, Consultants & Professional Services, Travel, etc.) enter the total expenditures for each funding source.
5. This report should be submitted in paper form only.

2010-2011 TANF NON-ASSISTANCE PROGRAM REPORT (QRF-02)

All expenditures reported shall be cumulative year-to-date.

1. Enter your agency's name and the quarter being reported.
2. Enter the total expenditures year-to-date for each program area. The total TANF expenditures year-to-date for all program areas will be calculated automatically in the last row.
3. For any amounts entered as "Other", provide a brief explanation of what programs and activities are included and how much was expended by each.
4. This report should be submitted in paper form only.

CERTIFICATION OF BOARD MEETINGS – 2010-2011 (QR-01)

1. Check the appropriate quarter being reported.
2. Enter the name of the agency.
3. Enter the date of **<u>each</u>** board meeting that has occurred since July 1. Enter "yes" or "no" to indicate if a quorum was present. Enter the date the minutes were approved by the board and the date the minutes were sent to OCS.
4. Sign and date the form.
5. This report should be submitted in paper form only.

2010-2011 STATEMENT OF AGENCY OPERATION (QR-02)

This form is submitted with your 1st, 2nd, and 3rd quarter reports and in paper form only.

2010-2011 OUTCOMES REPORT (QR-03)

This report is submitted with your 4th quarter report only and should be sent in both paper and electronic form.

The "Agency Operations" sheet now asks for information pertaining to training provided to your governing board and the number of volunteer hours donated to your agency by low-income individuals. Hours donated to your agency by low-income individuals should also be included in the "Head Start volunteer hours" and the "Other (non-Head Start) volunteer hours" as appropriate.

Since all community action agencies has either a governing or advisory board, every agency should be reporting data in the "Number of other volunteers" and "Number of other volunteer hours" lines.

Two new outcome measures have been added to the "Community Improvement" sheet: "Operate a community farm" and "New and expanded transportation resources made available to low-income people." Community farms include any community action agency operated program in which fresh food is grown and distributed to low-income families including community gardens. The "new and expanded transportation resources" outcome is designed to capture non-employment related transportation resources provided to low-income families or individuals. Transportation resources provided to low-income individuals so they can obtain or retain employment should continue to be reported on the "Employment/Employment Support" sheet.

A second page has also been added to the "Linkages" sheet. Agencies should report the total number of organizational partnerships they have developed and maintained according to the type of organizations with whom they partner. All types of organizational partnerships should be reported including formal contracts, agreements, memoranda of understanding, financial agreements between the agency and other institutions, informal working relationships with public or private organizations, and alliances with other public or private organizations that advocate for expanded services and opportunities for low-income people.

Significant changes have been made to the "Emergency Services" sheet. In the top three lines of the sheet, you should report the number of families and persons seeking and receiving emergency assistance in three general areas: general emergency programs, homeless programs, and domestic violence programs. These outcomes are then **also** reported on the bottom half of the sheet according to the type of emergency assistance sought and/or received by these low-income families and individuals. The outcomes reported by emergency assistance types in the bottom half of the sheet should equal the outcomes reported in the three general areas in the top half of the sheet.

A new outcome has also been added to the "Employment/Employment Support sheet". Programs designed to provide post-secondary education services leading to a diploma or certificate. Post-secondary education services may include college tuition assistance and vocational education and training. Only programs or services that lead to a certificate or diploma can be reported.

A new outcome has also been added to the "Family Development" sheet. "Intensive case management" outcomes include programs and services in which the agency works closely with low-income individuals/families over time to identify barriers to self-sufficiency, establish short-term and long-term goals and objectives that will lead to self-sufficiency, develop and monitor family self-sufficiency workplans, and provide counseling, information, and referral services.

A new outcome has also been added to the "Housing" sheet. The CSBG Act states that agencies may **not** use Federal CSBG (and ARRA) funds " for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility." While low-cost residential weatherization services should continue to be reported under the "Weatherization Program" outcome, this new outcome captures "other energy-related home repairs" allowed by the statute. Agencies that are unsure as to whether their home repair services are allowed under this provision should contact OCS for technical assistance.

Changes have also been made to the "Independent Living" sheet. Outcomes achieved by programs and services designed to assist disabled persons to maintain independent living arrangements are now reported in one of three age groups: ages 0-17, ages 18-54, and ages 55 and over. Persons served who are both elderly and disabled should be reported twice; as both an elderly person and disabled person.

And finally, we have also added a new sheet entitled "Service Counts" that captures five specific types of services provided. It is understood that an individual may receive more than one type of service or the same type of service more than once. In these instances, services may be counted multiple times. The "Service Counts" sheet also includes two boxes to capture the number of jobs created at least in part by ARRA funds and the number of jobs saved at least in part by ARRA funds. The number of jobs created or saved by ARRA funds that you report here should be consistent with the number of ARRA funded jobs created/saved that you reported on your ARRA quarterly report.

Worksheets for each program area can be accessed by clicking on the appropriate tab at the bottom of the reporting workbook. You can navigate through the various worksheets by clicking on the arrows to the left of the tabs at the bottom of the reporting workbook.

Note: When reporting the funds expended, administrative funds are to be included within the program areas for which federal CSBG, ARRA CSBG, or TANF CSBG dollars were expended. For example, if you spent $5,000 in federal CSBG for childcare and $2,000 in federal CSBG in administrative costs administrative costs related to child care, the total federal CSBG reported for childcare would be $7,000 ($5,000 plus $2,000). Do **not** enter your administrative costs on the sheet labeled "Agency Operations."

1. This report should be submitted in both paper form and electronically.

2. Enter your agency name in cell A1 on the worksheet labeled "Agency Operations."   This name will then automatically show up on the title page and on each of the other worksheets.

3. For program areas: Agency Operations, Community Organization, Community and Economic Development, Community Improvement Quality of Life, and Linkages the worksheets have 7 columns consisting of Target, Actual, Federal CSBG spent, State CSBG spent, TANF CSBG spent, Other funds spent, and Total funds spent (including each program's share of administrative costs). The "Total funds spent" column is automatically calculated for you.

   In the Target Column enter the information you submitted on the 2010-2011 CSBG Estimated Community Level Outcomes forms in your CSBG Refunding application. In the Actual Column enter the outcome(s) the agency actually achieved during the year.

   If the agency does not operate a program, leave the target cell blank and do not enter anything else on that line.

4. If your agency provides Childcare, in the worksheet labeled *Program Area: Childcare,* enter the total number of children provided childcare, the amount of Federal CSBG, ARRA CSBG, TANF-CSBG, and Other funds spent providing childcare (including your Childcare program(s)' share of administrative costs. The Total funds spent, is automatically calculated for you. Then enter the planned and actual number of children provided childcare which allowed a parent to work or to attend school/training. The number of children provided childcare which allowed a parent to work plus the number of children provided childcare which allowed a parent to attend school/training should equal the total number of children provided childcare.

6. For program areas: Economic Enhancement and Utilization, Education, Employment/Employment Support, Family Development, Housing, and Independent Living, the form has 10 columns consisting of Planned outcomes, Actual outcomes, Total unduplicated clients in program, Exited program prior to achieving outcome, Number still progressing toward outcome, Federal CSBG spent, State CSBG spent, TANF CSBG spent, Other funds spent and Total funds spent (including each program's share of administrative costs). Two of these columns, "Number still progressing toward outcome" and "Total funds spent" are automatically calculated for you.

2010-2011 OTHER OUTCOMES REPORT (QR-04)

Most agencies will not need to submit this form at all. This form is used to report programs and activities that are not included in the Outcomes Report (QR-03) and is submitted with your 4th quarter report only. If a program is included in the QR-03 – Outcomes Report, it is <u>not</u> also reported using the Other Outcomes Report. It is suggested that you contact the Office of Community Services for guidance before completing this form.

1. Enter the Agency Name, Project Name, Program Area and Program Goal. Then enter the Measured Outcome for the program/activity and how the outcome is measured. (for example - Is everyone in the program/activity assumed to have reached the outcome, or is there a test or standard used?)

2. Then using the Individual and/or Families/Households columns as appropriate, enter the "Planned Outcomes", "Actual Outcomes", "Total Unduplicated in Program", "Exited Prior to Achieving Outcome", and the number "Still Progressing Toward Outcome".

   "Still Progressing Toward Outcome" is defined as the "Total Unduplicated in Program", minus "Actual Outcomes" achieved, and minus "Exited Prior to Achieving Outcome".

3. Then enter the amount of Federal CSBG, ARRA CSBG, TANF CSBG, Other funds and Total funds spent achieving these outcomes (including the program's share of the agency's administrative costs).

4. You should then include a brief narrative description of the program.

2010-2011 CSBG UNDUPLICATED CLIENTS BY LOCALITY (QR-05)

This report is submitted with your 4^{th} quarter report only.

Enter the Agency name.

Enter the locality name and the total unduplicated clients served by the agency for each locality.

This report should be submitted on both paper form and electronically.

2010-2011 CSBG ANNUAL AGENCY CLIENT DEMOGRAPHIC REPORT (QR-06)

This form is a compilation of all program participant intakes for the fiscal year (July 1 to June 30). The form is submitted once yearly with the fourth quarter report, which is due no later than August 15 (45 days after the end of the fiscal year).

Specific Instructions:

1. Enter your agency name.

2. For items 1 and 2, enter
   - Item 1: the unduplicated number of individuals (persons who received services from your agency) for whom you obtained one or more demographic characteristic; and
   - the unduplicated number of individuals for whom no demographic characteristics were obtained.
   - The "Total unduplicated number of individuals receiving services this reporting period" is then automatically calculated.
   - Item 2: the unduplicated number of families (families who received services from your agency) for whom you obtained one or more characteristic(s); and
   - the unduplicated number of families for whom no demographic characteristics were obtained.

- The “Total unduplicated number of families receiving services this reporting period” is then automatically calculated.

3. For items 3 through 8 enter the number of individuals that meet each characteristic; and for items 9 through 13 enter the number of families that meet each characteristic.

4. Item 8 – Other Characteristics captures whether individuals you served had health insurance or were disabled. Do not include individuals for whom no information regarding these two characteristics were obtained.

4. No section of the demographic report has produced more reporting errors than item 11 – Sources of Family Income. First, enter the unduplicated number of families reporting one or more sources of income. Note: OCS expects that agencies obtain income information on the lion share of families served. Those families that indicate they have no income whatsoever should be reported as “Unduplicated # Reporting Zero Income.” Note: OCS expects that few families have zero income. If your agency operates one or more programs for which no family income information is obtained, then those families should shown as “Family Income Not Reported.” The sum of these three numbers is automatically calculated and should equal the “Total unduplicated number of Families receiving services this reporting period” shown in line 2.

5. The “Level of Family Income” in item 12 requests unduplicated data on the family (household) income levels for families receiving services. Since some agencies operate one or more programs that have no income test, those unduplicated number of families are entered in the “Level of Income Not Reported” line. Note: OCS expects that since CSBG funds can only be used to serve families at or below 125% of poverty, then those programs operated that have no income test should be funded with other funds. The total line is automatically calculated and should equal the “Total unduplicated number of Families receiving services this reporting period” shown in line 2.

6. This report should be submitted in both paper form and electronically.

Important Note: Before submitting this form, please check to ensure that your numbers make sense. Under categories that request individual characteristics (i.e. age, gender, etc.), make sure that the sum of all the numbers does not exceed the number reported in Item #1 at the top of the form - “Total number of individuals about whom at least one demographic characteristic was obtained.” Likewise, under categories that request family characteristics (i.e. family size, family type, housing), make sure that the sum of all the numbers does not exceed the number reported in Item #2 at the top of the form - “Total number of families about whom at least one demographic characteristics were obtained.”

When any of these error conditions occur, the Excel spreadsheet form will display the word “Error” in red and direct you to a cell in which you will find a description of the error condition and what to do to correct it. Please contact OCS if you have difficulties resolving these error messages.

2010-2011 OTHER RESOURCES ADMINISTERED AND GENERATED (QR-07)

This report should be submitted in both paper form and electronically.

This report requires that you identify the <u>original</u> source of all funding. Sometimes funding can originate at one level of government and then be passed down through other levels of government. For example, although you might receive CDBG funds from a local government, CDBG funds originate at the federal level and should be reported on the appropriate line in Table 1 – Federal Resources.

Begin by entering your agency's name and your Federal CSBG and ARRA CSBG contract amounts for FY'2011. Generally, this will equal the Federal CSBG and ARRA CSBG funding amounts shown on your final contract including carryover.

If you agency received any other ARRA (Recovery Act) funding, enter it in the appropriate line. For example, ARRA funds awarded for Head Start services are entered in line e – Head Start (HHS) of the ARRA column.

<u>Table 1 – Federal Resources</u>

Table 1 summarizes **all Federal Resources (with the exception of your Federal CSBG Funds)** administered or generated by your local community action agency.

Several new federal resources have been added to Table 1 including several additional HUD-funded housing programs as well as the Department of Education in line" w", the Department of Justice in line "x", and the Department of Treasury in line "y".

Please note that your **TANF** allocation from OCS along with any other TANF funds you receive from other offices or agencies for specific services such as domestic violence are <u>all</u> reported in line I.

When listing a funding source or program under an "Other" category on any of the tables, **<u>please DO NOT use acronyms and abbreviations</u>**. Rather, list the entire name of the funding source or program.

To assist you in identifying your Federal Resources we have included "Appendix A – Federal Resources", a document that lists most commonly used federal grants and programs organized by the federal agency that administers or awards these grants. CFDA numbers are also a useful way of identifying the original name and source of federal funds and grants.

<u>Table 2 – State Resources</u>

Table 2 summarizes all State funds and resources being administered by your agency. Typically, these are funds that have been appropriated by the Virginia General Assembly.

If your agency is receiving federal funds that are being "passed through" a State agency, they should <u>not</u> be reported in Table 2 but rather on the appropriate line in "Table 1 – Federal Resources".

Again, when listing a funding source or program under an "Other" category, **please DO NOT use acronyms and abbreviations**. Rather, list the entire name of the funding source or program.

Table 3 – Local Resources

Table 3 summarizes the funds and resources being administered or generated by your agency from local government. Local government resources include funds appropriated by your County Boards of Supervisors, City Councils, or provided to you by local school boards or offices.

Please note that a new local resource has been added to Table 3 in line "b" – Amount of restricted funds appropriated by local government. Unrestricted funds appropriated by local government to your agency will continue to be reported in line "a".

Table 4 – Private Sector Resources

Table 4 summarizes the funds and resources being administered or generated by your agency from the private sector, including but not limited to, foundation funding, corporate funding, United Way funding, private funding from other non-profits, the value of items donated by private citizens or entities, fees paid by clients for services, and the value of in-kind services received from businesses.

Please note that Table 4 no longer asks for information pertaining to volunteer hours.

2010-2011 NARRATIVE REPORT (QR-08)

Substantial changes have been made to the Narrative Report including a more detailed description of what elements should be included when answering each question. Please follow the content, order, and format for each question as indicated.

A narrative report is submitted at the end of the fourth quarter, and is due no later than August 15 (45 days after the end of the fiscal year). The narrative report is designed to tell stories of community action programs and services beyond that provided in the statistical reports, It is also part of the state's annual report to the federal office. Additionally, VACAP often uses this anecdotal information about community action programs and clients in preparing its annual reports and information packages that are shared with the Virginia General Assembly. If done well, your agency might also find this information useful as you market your programs to local governments and private donors.

After typing your agency's name and the fiscal year being reported, please prepare a narrative response to each of the five items listed. Please note that Question 5 asks for information pertaining to the impact of ARRA CSBG funds. Please follow the format of each question.

This report should be submitted in both paper form and electronically.